



City of Santa Barbara

PRE-APPLICATION

Date: _____

Fee: _____

PRE20 _____

Staff: _____

APPLICANT MUST COMPLETE THE FOLLOWING INFORMATION:

SUBJECT ADDRESS(ES) _____

A.P.N.(S) _____ ZONE _____

OWNER OF PROPERTY _____

PERSON TO CONTACT REGARDING THIS APPLICATION:

APPLICANT NAME _____ PHONE _____

E-MAIL _____

ADDRESS _____

ADDRESSEE OF LETTER (IF DIFFERENT THAN ABOVE) _____

SERVICE REQUESTED	ATTACHED SUBMITTAL INFORMATION
<input type="checkbox"/> MEA Report	<input type="checkbox"/> Request Letter
<input type="checkbox"/> Modification Pre-Consultation	<input type="checkbox"/> 1 Set of Complete Plans
<input type="checkbox"/> Planner Consultation	<input type="checkbox"/> Photos
<input type="checkbox"/> Preliminary Zoning Plan Review	<input type="checkbox"/> _____
<input type="checkbox"/> Property Profile <i>(Complete information on other side)</i>	<input type="checkbox"/> _____
<input type="checkbox"/> Staff Hourly Rate	<input type="checkbox"/> _____
<input type="checkbox"/> Zoning Letter <i>(Complete information on other side)</i>	<input type="checkbox"/> _____

PLEASE WRITE A BRIEF DESCRIPTION OF THE SPECIFIC REQUEST(S):

SITE DESCRIPTION:

General Site Description _____

Current Use: ☐ Residential ☐ Non-Residential ☐ Mixed-Use ☐ Vacant

Lot Area _____ No. of Buildings _____ Parking Spaces: Covered _____ Uncovered _____ Total _____

Pre-Application Services

1. A **Master Environmental Assessment (MEA) Report** identifies environmentally sensitive areas in relation to a site.
2. A **Modification Pre-Consultation** is a mandatory 30-minute meeting to discuss initial Staff support and application requirements prior to submitting a Modification request.
3. A **Planner Consultation** includes staff research and a meeting – total maximum time is 90 minutes.
4. A **Preliminary Zoning Plan Review** covers one initial plan review only. This is an in-depth zoning plan check of project plans for compliance using the "Zoning Plan Check Basic Compliance Checklist." Additionally, Staff will review all permit records and archive plans (as necessary) on file with the City for the property to verify legality of all structures and uses on site, zoning compliance, and accuracy of items shown on project plans. In some cases, this research can reveal zoning/permitting issues that will need to be corrected, abated, or legalized as part of the proposed project. Accuracy and completeness of the Preliminary Zoning Plan Review is dependent upon information provided to Staff at the time of the request. Please note that any subsequent changes to the project plans could raise additional zoning concerns.
5. A **Property Profile** provides information on a site's history and development potential. (3-hour minimum charge)

Please select the items requested to be included in the Property Profile:

- ☐ Property Data (APN, Zone, General Plan Designation, Lot Size)
- ☐ Conforming/Nonconforming Buildings
- ☐ Conforming/Nonconforming Parking
- ☐ Master Environmental Assessment
- ☐ Planning Commission Approvals
- ☐ Modification and Staff Hearing Officer Approvals
- ☐ Design Review History*
- ☐ Building Permit History*
- ☐ Archive Plan Review
- ☐ Active Enforcement Cases
- ☐ Site Visit
- ☐ Traffic and Parking Information
- ☐ Information Regarding Future Non-Residential Development Potential
- ☐ Information Regarding Future Residential Development Potential
- ☐ Design Review Requirements and Cultural/Historic Resource Information
- ☐ Coastal Zone Jurisdiction/Review Level
- ☐ Check here if you have a specific question not on this list, and submit a separate request letter.

*Please note that a request for the complete design review and building permit history may result in additional staff time and fees.

6. A **Staff Hourly Rate** will be charged for other requests not covered by Pre-Application services on this list.
7. A **Zoning Letter** identifies specific zoning information for a property. (2-hour minimum charge)

Please select the items requested:

- | | |
|--|---|
| <input type="checkbox"/> Property Data (APN, Zone, General Plan Designation, Lot Size) | <input type="checkbox"/> Planning Commission Approvals |
| <input type="checkbox"/> Conforming/Nonconforming Buildings | <input type="checkbox"/> Modification and Staff Hearing Officer Approvals |
| <input type="checkbox"/> Conforming/Nonconforming Parking | <input type="checkbox"/> Coastal Zone Jurisdiction |
| <input type="checkbox"/> Active Enforcement Cases | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ |